

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2013-20**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	RANGELAND PROGRAM MANAGER
OPENING DATE:	April 5, 2013
CLOSING DATE:	April 19, 2013
DEPARTMENT:	Environmental and Natural Resources/Rangeland Program
SALARY RANGE:	E-7; \$45,032 – \$67,538

Position Summary:

Under general direction of the Director - ENR, serves as team leader for the Rangeland Management Program and staff. Accomplishes the Rangeland Management Program's strategic objectives by team leadership, planning, organizing, and supervising the staff and all functions required to operate and maintain program, contract, and grant requirements. These objectives include the enhancement, protection, and sustainable development of the Pueblo of Laguna's rangelands, particularly livestock production and management, and some elements of agriculture and irrigation. Grant writing and administration are also required.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Provides leadership for the Range Management Program staff. Develops a strategic plan, including policies and procedures, for all programmatic functions.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Contributes to departmental effectiveness by identifying short and long-range issues and goals; provides information and commentary pertinent to deliberations; recommends options and courses of actions; implements directives.
- Assists in and monitors field activities to ensure accurate completion of program objectives.
- Assists in preparing the annual budget and proposal, including operational plans and objectives; recommends staffing and expenditures.
- Writes grants for continued and/or future funding; manages current PL. 93-638 contracts.
- Plans, develops, and implements strategies for generating resources/funds for the program.
- Reviews proposed projects to assure each project corresponds with the Pueblo's Rangeland priorities and objectives.
- Improves staff effectiveness by coaching, mentoring, and training employees. Plans, delegates, monitors, and appraises job tasks and results in a timely manner. Recommends disciplinary action.
- Facilitates regular staff meetings to ensure communication among personnel. Represents the Program and the Pueblo to external agencies and organizations; establishes solid relationships with programs of common interest.
- Conducts annual program evaluation and assessments of program components and staff according to established policies, procedures, and regulations.
- Generates, creates, submits, and presents reports regarding program activities.
- Develops rangeland management plans in coordination with the Pueblo livestock associations.
- Attends POL Livestock Board meetings; leads livestock association presidents' meetings.
- Develops and implements public information and education programs regarding the Program.
- Maintains professional and technical knowledge by conducting research; attending relevant training and conferences; and by establishing networks.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Range Sciences, Agriculture, or related field, plus five years progressive work experience including two years supervisory experience required. An equivalent combination of directly related education and experience may be considered. Fluency in the Laguna language preferred. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

Background Investigation Requirements:

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of the principles of rangeland conservation and management.
- Knowledge of the Pueblo of Laguna's rangeland habitats.
- Knowledge of rangeland management, animal husbandry and stockmanship.
- Knowledge of operating GIS/GPS/Mapping equipment and using relevant applications.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to interpret applicable laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and to make solid decisions.
- Ability to be persuasive and tactful in controversial situations.
- Ability to create and present effective speeches and presentations.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, interpret data, establish facts, and draw valid conclusions.
- Skill in office machines and computer use, including Word, Excel, Access, PowerPoint and software applicable to rangeland management.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project time lines and staffing plans.
- Skill in preparing reports and correspondence; in budget preparation and administration.
- Skill in providing leadership to, supervising, mentoring, training, and evaluating staff.
- Skill in maintaining accurate records and identifying resource conditions and problems of on-going projects.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All applicable documents must be received by the Human Resources Office no later than 4:30 pm (MST) on the closing date. Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@lagunapueblo-nsn.gov;
 2. E-mail to mponcho@lagunapueblo-nsn.gov;
 3. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 4. Deliver to the Human Resources Office, 1 Industrial Parkway Loop; Mesita, NM
- For more information, contact Margaret Poncho, HR Generalist, at (505) 552-5799 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES